



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

| | | | | | |
|--|--|--|--------------------|--|--|
| 1. Application Date 5/11/73 | | INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. | | FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 6 1973 73-395 JUN 12 1973 | |
| 2. Agency Application No. | | 3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration - Office of Personnel No. 2 Capitol Square Atlanta, Georgia | | 4. Person to Contact Henrietta Herrington | |
| | | | | 5. Working Title Personnel Assistant | |
| | | | | 6. Tel. No. 656-5260 | |
| 7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED. | | | | | |
| 8. Earliest & Latest Dates of Series To Date | | 9. Exact Series Title Merit System Established Position File | | | |
| 10. What is the function of the office in which this record series is created The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurements and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service. | | | | | |
| 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to established Merit System positions within the Department. Included are: Civil Service Established Position Record Employment Record with this Agency File is arranged by organizational units. | | | | | |
| ATTACH SAMPLES OF THE FILE | | | | | |
| 12. EQUIPMENT OCCUPIED | | No. of Drawers | Ca. Ft. of Records | ANNUAL RATE OF ACCUMULATION | |
| Letter-size File Drawers | | | | -- -- | |
| Legal-size File Drawers | | | | In Office(s) In Storage Area(s) | |
| Kardex | | | 20 | 14 -- | |
| | | | | This Year's Last Year's Preceding Year's All Prior Year's | |
| | | | | 15 15 15 15 | |
| | | | | AVERAGE DAILY REFERENCES | |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ []
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept Indefinitely:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [X] Other Abolishment of Position then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify)

Position Record: hold in current files area until position is abolished; then destroy.

Employment Record: destroy upon separation or retirement of employee.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer Bradford Date 5/11/73

26. Recommendations

in Paragraph

25 are:

State

Records

Committee

☐ [] Approved ☐ [] Disapproved

☒ [X] Approved ☐ [] Disapproved

☒ [X] Approved ☐ [] Disapproved

☒ [X] Approved ☐ [] Disapproved

Head of Agency/Designee

Department of Audits/Designee

Secretary of State/Designee

Department of Law/Designee

Date

Date

Date

Date

Merit System Established Position File

Explanation of Yes Answers Questions 14-23

17. The series initiates and terminates Merit System positions within the Department.
23. This is a continuous series. Records are disposed of only if a position is abolished.

Rationale: The recommended retention guidelines satisfy administrative requirements.